

UNDERHILL PLANNING COMMISSION

Thursday, July 6, 2017 6:30 PM

Minutes

Planning Commissioners Present: Chair Cynthia Seybolt, David Edson, Johnathan Drew, Carolyn Gregson, David Glidden, Pat Lamphere

Staff/Municipal Representatives Present: Andrew Strniste, Planning Director

Others Present: Daniel Lee, Resident

[6:25] The Planning Commission convened at Underhill Town Hall at 6:25pm.

[6:35] Chair C. Seybolt called the meeting to order.

[6:36] Chair C. Seybolt asked for a motion to approve the minutes of June 15, 2017. **Commissioner Edson made a motion to approve the minutes of June 15, 2017**, which was seconded by Commissioner Glidden. **The motion was approved unanimously.**

[6:37] Chair C. Seybolt proposed to move agenda item "Other Business" to the beginning of the agenda. Upon moving "Other Business" to the beginning of the agenda, no business was presented.

[6:38] Chair C. Seybolt began a discussion about the target date for presenting the proposed edits to the voters. Staff Member Strniste followed up his email to the Planning Commission by reiterating some of the reasons why postponing to 2018 may be advantageous. Commissioner Drew expressed his opinion that whether the vote will take place in March 2018 was a matter of sufficient resources. Chair C. Seybolt proposed the following edits to be voted on by Underhill residents in March 2018: addressing the DRB's questions, multi-family housing, and the implementation of the new Underhill Center zoning district. She then stated that two of the more controversial issues would be completed and the Commission could find out if they were on the right track. The remaining issues could wait until November 2018. Commissioner Gregson advised that she had the same sentiment, as she was worried about the multi-family issue being an issue. Commissioner Edson supported the idea of separating the various issues at different voting dates. Commissioner Drew advised that he did not see why the list not being completed would prevent them from moving forward, as they could move to the next issues afterwards. Commissioner Gregson explained that all Staff Member Strniste had to do was ensure everything got posted and warned properly, and that he could assign the Commission homework. Commissioner Glidden expressed his concerns about needing to revise the proposal as a result of public hearing feedback, thus causing the Commission to postpone. The Commission advised that the Selectboard would be unlikely to have concerns or edits about the proposed bylaw edits.

[6:50] Staff Member Strniste advised that the Planning Commission would need to have a finalized proposal by the end of July. Commissioner Edson asked if minor edits could be made in-between hearings, which Commissioner Gregson advised in the affirmative. Commissioner Edson also suggested that the Planning Commission could recommend something different to the Selectboard as a result of the Planning Commission's public hearings. Chair C. Seybolt advised that moving forward would help bring clarity to those in Underhill Center, which was confirmed by attending Underhill Resident, Daniel Lee. **Chair C. Seybolt asked for a motion that proposed changes be voted on at Town Meeting Day in March 2018.** Commissioner Gregson made the motion, which was seconded by Commissioner Lamphere. **Motion was approved unanimously.**

[6:56] The Commission then reviewed the list of completed items and non-completed items presented by Staff Member Strniste. Staff Member Strniste explained that the items labeled as completed were already approved by the Commission. Staff Member Strniste advised the Commission on what else needs to be completed about the Underhill Center Village Center District, which included permitted, conditional and prohibited uses; maximum building and lot coverage percentages, and accessory dwelling setback requirements. Commissioner Lamphere expressed his concern that the Commission had not discussed a vision for the Center. Commissioner Gregson expressed her opinion that the Center would look similar to the Flats, but more lenient regarding district standards. Commissioner Lamphere thought the Center would be more historical in nature with the feeling on bringing back businesses, implementing a sidewalk, and have traffic calming features. He then advised that whatever was presented to the public had to be supportable by clear arguments. Staff Member Strniste then advised the updates would also require that the new district to be referenced correctly throughout the zoning regulations, and that it was not as simple as adding a district table. Commissioner Edson advised that there was a lot of work to be completed in July 2017. Commissioner Lamphere stated that the Commission should try to complete the proposal, and Chair C. Seybolt advised that if they did not succeed at meeting the July deadline then they can just postpone.

[7:19] Commissioner Lamphere suggested that each Commissioner write a small paragraph for the next meeting addressing their vision of Underhill Center. Chair C. Seybolt advised that these paragraphs would assist explaining the implementation of the new district at the public hearings. Commissioners Lamphere and Seybolt agreed that the desire for commercial businesses in Underhill is trending up.

[7:24] Chair C. Seybolt asked if the Commission could meet on Thursday, July 13, which five of the attending members stated that they could. She then advised Staff Member Strniste that the minutes needed to be distributed right away so those not in attendance could review them. Staff Member Strniste informed the Commission of what needed to be completed for the multi-family housing issues. A discussion ensued on why site plan review may be advantageous for two-family dwellings, as well as the difference between site plan review and conditional use review. Commissioner Lamphere opined that abutting neighbors may be worried about issues that may already be addressed by State law. Commissioner Edson expressed his concern about the possibility of having different standards for accessory dwellings for those lots in the new Underhill Center District versus the rest of the Town if the proposed edits were presented at different times. **Commissioner Glidden made a motion to propose the tiered systems of review as presented by Staff Member Strniste**, which was seconded by Commissioner Drew. **The motion passed unanimously.** The Commission determined that they want to follow the state guidelines for an attached dwelling, which do not include a square footage limitation.

[7:52] Chair C. Seybolt quickly reviewed the unanswered DRB questions. Staff Member Strniste presented information about home businesses. Commissioner Gregson advised that home industries run with the land because the infrastructure is in place, where with a home business, there is little to no infrastructure. **Commissioner Drew made a motion to leave the home business section untouched, which was seconded by Commissioner Gregson. The motion was approved** with Commissioner Glidden abstaining. Chair C. Seybolt proposed leaving landscaping issues alone. Commissioner Edson advised that he would review the completed language as it was being added to the Regulations. Commissioners Gregson and Seybolt advised that the Planning Commission knowing what is on the DRB docket is important.

[8:15] **Chair C. Seybolt asked for a motion to adjourn.** Commissioner Glidden made a motion to adjourn, which was seconded by Commissioner Lamphere. **Motion approved unanimously.**

Respectfully Submitted By:
Andrew Strniste, Planning Director

The minutes of the July 6, 2017 meeting were accepted this 13th day of July, 2017.

Cynthia Seybolt
C. Seybolt, Planning Commission Vice Chair